Channel Onboarding Plan Template

# Channel Overview

Channel Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose/Function:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Welcome Message

Welcome to the [Channel Name] channel! Here you’ll find all relevant resources, updates, and discussions related to [topic/project]. Please review the pinned files and channel guidelines.

# Resources to Pin

[ ] Project Charter

[ ] SOPs or Workflow Documents

[ ] Reference Materials

# Recommended Tabs to Configure

[ ] Planner

[ ] OneNote

[ ] SharePoint

[ ] Wiki

# First Week Tasks for New Members

[ ] Read Welcome Message

[ ] Review Pinned Documents

[ ] Introduce Yourself in General Channel

[ ] Schedule Intro Meeting if needed